

SWIM CENTER SUPERINTENDENT

GRADE: 24

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Swim Center Superintendent performs difficult professional work in the operation, management and promotion of the Municipal Swim Center. The employee is responsible for the development and implementation of all policies and programs relating to the aforementioned goals.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Programs and promotes all pool activities with sensitivity to needs/wishes of users, and with the goal of providing a balanced recreational and aquatics program to meet the needs of several user groups, i.e. youth, teens, adults, seniors, handicapped, and recreational versus instructional versus competitive users.
- Supervises a large and diverse staff.
- Motivates employees to maintain high level of service to users.
- Develops and administers budget, including salaries, purchases of materials, supplies, equipment and contractual services;
- Submits personnel, financial and program reports as necessary;
- Maintains books on expenses and income.

- Serves as City representative to the Municipal Swim Center Advisory Committee and Swim Team Parents Club.
- Supervises the mechanical operation and maintenance of the Municipal Swim Center in order to ensure safe/healthy operation. Procures services from City maintenance departments and private sector contractors in order to maintain high standards in buildings and equipment.
- Develops and recommends policies and marketing strategies for pass sales and program fees, to ensure levels of sales and registrations are adequate to meet revenue goals.
- Develops and prepares specifications for the purchase of equipment and services for facility maintenance and improvement.
- Conducts and supervises public relations with membership and program users;
- Prepares public relations materials for news stories and press releases.
- Meets with neighborhood interest groups and civic associations to promote community understanding and support of recreation programs.
- Writes newspaper articles to publicize City programs;
- Coordinates news releases, flyers, and radio announcements.
- Represents the Municipal Swim Center and Recreation and Parks Department in various community organizations and committees;
- Participates in area-wide aquatics organizations.
- Seeks and adapts new aquatic programs and techniques;
- Secures their initiation with appropriate groups.
- Responsible for managing all business aspects of operation.
- Responsible for the Municipal Swim Center's entire budget – control of expenditures for operation; revenue receipts; pass sale administration for members and class participants and other program users.
- Responsible for supervising Municipal Swim Center's full and part-time staff to ensure ongoing high level of quality service-delivery to facility users.
- Hires and evaluates full-time staff;
- Supervises hiring and evaluation of part-time staff – ensuring that recruitment efforts and ongoing evaluation are adequate to maintain staff that will provide a safe, health and quality operation.
- Responsible for promoting and marketing the facility to produce sufficient revenue to meet all expenditures.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a degree from any accredited university or college with course work in recreation administration and four years of professional experience in aquatics-related management and programming. Must possess, or be able to quickly obtain (as determined by the City), a Montgomery County Pool Operator's License, a Red Cross Advanced Life Saving

certificate, and CPR certification. Red Cross Water Safety Instructor and First Aid Certification are preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the recreational and leisure time needs of youth, young adults, adults, senior citizens, and handicapped individuals.
- Considerable knowledge of departmental procedures and policies as applied to the operation of swimming pools, and to the maintenance of related records and reports.
- Considerable knowledge of modern water chemistry as it applies to maintenance of swimming pool water.
- Considerable knowledge of instructional methods used in teaching swimming, diving, first aid, and lifesaving techniques.
- Ability to make decisions, recognizing established precedents and practices, and to use resourcefulness and tact in meeting new situations and problems.
- Ability to plan, organize, schedule and supervise varied water sports activities.
- Ability to deal tactfully and courteously with the public.
- Ability to motivate staff in order to maintain a high level of creativity and innovation in working techniques.
- Ability to maintain a work environment which is both friendly and productive.